



**Board of Directors  
Minutes  
Tuesday, September 1, 2015  
12 p.m.  
Center for Technology, Innovation and Enterprise  
Covington, KY**

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**BOARD MEMBERS PRESENT:**

Mr. Joseph H. Creaghead	Mr. Chad Day
Mr. Jeffrey Groob	Mr. Kenneth Paul
Dr. Julie Ann Smith-Morrow	Mr. Daniel Ridley
Ms. Iversy Velez	Dr. Michelle Deeley Wilhite
Mr. Paul L. Whalen	

**BOARD MEMBERS ABSENT:**

Ms. Felicia Wilson

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**GCTC PRESIDENT'S EXECUTIVE STAFF PRESENT:**

Dr. Amber Decker, Vice President, Development & Strategic Partnerships  
Ms. Jane Frantz, Administrative Assistant, President's Office  
Dr. Patricia Goodman, Executive Vice President  
Dr. Ed Hughes, President/CEO  
Ms. Sharon Poore, Executive Assistant & Recording Secretary to the Board of Directors  
Ms. Carissa Schutzman, Vice President, Corporate College  
Ms. Michelle Sjogren, Director of Communications  
Dr. Teri VonHandorf, Vice President, Academic Affairs  
Ms. Ingrid Washington, Vice President, Student Development  
Mr. Jamie Younger, Vice President, Administrative & Business Affairs

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**KCTCS REPRESENTATIVES PRESENT:**

J. Campbell Cantrill, KCTCS Legal Counsel  
Pam Duncan, KCTCS Legal Counsel

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## I. CALL TO ORDER/WELCOME/INTRODUCTIONS

Chairman Groob called the meeting to order at 12 p.m. The record will reflect that a quorum was present. Mr. Groob indicated the media was notified of the meeting and stated that this was a special called meeting of the Board of Directors and the meeting would consist only of items that were contained in the agenda that was previously distributed and posted to the Board webpage. He explained this meeting's purpose was to approve the summary evaluation letter prepared by the Board's President's Evaluation Committee based on the anonymous evaluations submitted to the committee in late spring of this year. He added these actions would be in compliance with the law and the direction of KCTCS.

- II. **President's Evaluation Committee** – committee chair, Dr. Smith-Morrow, reported the process followed by the Evaluation Committee in which they reviewed the previous individual, anonymous evaluations that were completed by Board members. The committee then compiled the results and drafted a summary evaluation letter. She distributed the draft summary evaluation document to each Board member and Dr. Hughes and provided time for review.

After a brief discussion which included commendations to the committee for their efforts in completing the evaluation process, a motion was made by Mr. Whalen and seconded by Mr. Creaghead to accept the summary evaluation letter as presented. A roll call vote was taken with eight members voting yea, and Dr. Michelle Deeley Wilhite casting an abstention. The motion was approved. Mr. Groob signed the letter, asked for staff to prepare one copy to be retained with the evaluation committee's records, enclosed and sealed the original in an envelope and presented the envelope to KCTCS Legal Counsel Cantrill to deliver to Dr. Jay Box, KCTCS President.

Dr. Hughes thanked the Board for completing the evaluation process, praised the college's staff and faculty for the implementation of innovative work to support students and the community, and updated the board on some recent accomplishments of the college.

## III. ADJOURNMENT

Upon motion by Mr. Day, and seconded by Mr. Creaghead, the meeting was adjourned by Chair Groob at 12:25 p.m.

Prepared by Sharon Poore, Recording Secretary

Approved:

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Dr. Julie Smith-Morrow  
Secretary to the Board

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Date